

RECOMMENDATION FOR INCENTIVE AWARD

This program is designed to encourage a work environment where innovation, creativity, and exceptional performance is appreciated, recognized and rewarded. Chapter 11 of IMD 3 State Employee Personnel Regulations is the governing authority for incentive awards within the Military Division.

Recommendation for Incentive Award is a packet and must be prepared to include, at a minimum, those items listed below and routed through the HRO State Personnel Branch (SPB):

Does the packet contain:

Y/N

- Recommendation For Incentive Award – IMD Form 18R?
- Current (within the past 12-months) signed Performance Appraisal – IDNG Form 17R?
- Current Performance Standards signed by Employee, Supervisor and Reviewer?
- Has the employee been working under the current Performance Standards for at least 120-days?
- Does the narrative of justification, in memorandum format, identify the employee's performance level (merit award basis) in accordance with the Table 11-1 Awards and Bonuses Guidelines?
- Are blocks on all forms properly completed and/or signed?
- Did the Program Manager sign the designated block in Section C of the IMD 18R?